

2019 REGIONAL PROJECT EVALUATION COMMITTEE OPERATING PROCEDURES

January 2019

Purpose

The Regional Project Evaluation Committee (RPEC) is composed of staff from PSRC's member organizations, representing city and county departments of transportation, ports, transit agencies, the Puget Sound Clean Air Agency, the Washington State Department of Transportation and tribes. The Committee's primary role is to make recommendations to the Transportation Policy Board regarding the distribution and monitoring of PSRC's federal funds. The Committee also serves an important role in providing input on other PSRC activities and products, such as the long-range metropolitan transportation plan.

Membership

RPEC membership reflects the need for a committee that is a workable size and also representative of PSRC's members. Representation is based on guiding principles adopted by PSRC's Executive Board and current population to the extent possible (*see Attachment A*). In addition, to ensure adequate representation from member agencies with an interest in PSRC's project selection processes, all ports, transit agencies, member tribal agencies, the Washington State Department of Transportation regional offices with responsibility for projects in the Puget Sound region and the Puget Sound Clean Air Agency will be represented. Membership will be reviewed every three years, as per PSRC's Board procedures; each time membership is updated, the rationale and background determined by the committee will be documented.

Each member will have a designated alternate. Please note, only designated members and alternates may participate at the table; all other representatives are welcome to attend as guests only. Further, the chairs of PSRC's Bicycle Pedestrian Advisory Committee, Regional Traffic Operations Committee and TDM Steering Committee will be invited to participate as nonvoting members to provide reports on activities of their respective committees.

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For individual cities and counties, this could be the County Executive, Mayor, Public Works Director, transportation department head, or other responsible official. For transit agencies, this should be the Executive Director or other responsible official. For the "Other Cities and Towns" representatives, appointments should be made by the appropriate countywide committees; currently these are performed as follows: for King County, the King County Sound Cities Association; for Kitsap County, the Kitsap Regional Coordinating Council; for Pierce County, the Pierce County Regional Council; and for Snohomish County, Snohomish County Tomorrow.

Countywide Chairs

The chairs of each of the four countywide staff committees should hold one of the membership seats identified above, through either the county, individual city or other cities and towns representation. These countywide committees are as follows: King County Project Evaluation Committee (KCPEC), Kitsap Regional Coordinating Council Transportation Technical Advisory Committee (TransTAC), Pierce County Transportation Coordinating Committee (TCC), Snohomish County Infrastructure Coordination Committee (ICC). Participation by the countywide chairs or their alternates is important to facilitate the sharing of information between the countywide committees and RPEC.

Attendance

All members or their designated alternate are expected to regularly attend committee meetings. Representation may be in person or via remote participation. Attendance will be monitored and reported to the committee one to two times per year. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the jurisdiction to encourage more regular attendance and to inquire if the appointment needs to be updated.

Chair and Co-Chair Elections, Terms and Responsibilities

A Chair and Vice-Chair will be elected via an open nomination process and voting by the Committee. Terms will be for a maximum of four years, and the Chair and Vice-Chair elections should be staggered to allow for leadership continuity. The role of the chairs will be to facilitate discussions and actions by the Committee, and to ensure equal opportunity for participation by members present. As mentioned above, the Chair will also report to the Transportation Policy Board on Committee recommendations.

Committee Representation on Policy Boards

The RPEC Chair is assigned a non-voting seat on the Transportation Policy Board. The RPEC Chair will report on the recommendations brought forward by the Committee, and summarize the discussion for the Board.

Role with Other PSRC Committees

The RPEC Chair (along with other RPEC representatives and the chairs of each countywide group) has a seat on the Regional Staff Committee.

Meeting Schedule and Agendas

RPEC typically meets every month on the 4th Friday, from 9:30a.m.-11:00a.m. Additional meetings are scheduled by the Committee as needed. A calendar of regularly scheduled advisory committee meetings for the year is posted on PSRC's website and provided to each committee.

Action Items will be clearly noted on Committee agendas, which will be distributed approximately one week prior to each meeting. In general, if an item is not on the agenda, no action will be taken. However, under some circumstances, notification may be provided to the Committee via email, either to add an item to an upcoming agenda, or to ask for action via email vote. No actions will be voted upon without adequate advance notice to all members of the Committee.

Recommendations

Formal recommendations to be forwarded to the Transportation Policy Board (TPB) will be by vote. Voting procedures will follow Robert's Rules of Order for motions, amendments and discussion. A recommendation may be proposed by any voting member of the Committee, but motions may not be seconded by a representative from the same agency. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of the voting members present. Other recommendations pertaining solely to Committee activities, and which will not be forwarded to the TPB for action, may be achieved either by vote or by consensus. Alternates do not participate in recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendation to the TPB.

Subcommittees

Working subcommittees are created as needed by RPEC. Subcommittees are assigned specific tasks and dissolved when the work is completed. Other staff in the region may be asked to serve on subcommittees to provide specific expertise or viewpoints.

ATTACHMENT A: 2019 RPEC MEMBERSHIP

Policy Board Representation / Guiding Principles

Counties represent both incorporated and unincorporated residents

Counties have a key GMA role in both incorporated and unincorporated areas including ultimately setting urban growth boundaries and allocating population and employment

King County plays a central role as the jurisdiction which includes the bulk of the region's population and employment

To meet these roles, membership of the policy boards should include a minimum of

1. One representative each from:
 - a. Each county
 - b. The metropolitan cities within each county
 - c. The other cities and towns within each county
2. King County should have two representatives

Beyond these minimums, representation should reflect population to the degree feasible

The total number of representatives from any County and its jurisdictions combined may not comprise 50% or more of the membership of the policy boards

CITY AND COUNTY REPRESENTATION

	% of 2018 Regional Population	2019 RPEC Members
King County	52.97%	12
County	5.98%	3
Seattle	17.67%	3
Bellevue	3.44%	1
Other Cities/Towns	25.88%	5
Kitsap County	6.46%	3
County	4.26%	1
Bremerton	1.00%	1
Other Cities/Towns	1.19%	1
Pierce County	21.10%	5
County	9.89%	2
Tacoma	5.06%	2
Other Cities/Towns	6.15%	1
Snohomish County	19.47%	5
County	8.65%	2
Everett	2.69%	1
Other Cities/Towns	8.14%	2
		25

OTHER AGENCY REPRESENTATION	2019 RPEC Members
Port of Seattle	1
Port of Tacoma	1
Port of Everett	1
Port of Bremerton	1
WSDOT NW Region	1
WSDOT Olympic Region	1
WSDOT Management of Mobility Div.	1
WSDOT Ferries	1
Kitsap Transit	1
Pierce Transit	1
Community Transit	1
King County Metro	1
Sound Transit	1
Puget Sound Clean Air Agency	1
Muckelshoot Tribal Council	1
Suquamish Tribe	1
Puyallup Tribe	1
TOTAL Other Agencies	17
TOTAL RPEC MEMBERSHIP	42